



## LETTER OF INTENT

**Date of submission:** to come

**Name of institution:** Kent State University

**Intent:** To establish a Hospitality Management major within the Bachelor of Science degree.

**Primary institutional contact for this request:**

Name: Therese E. Tillett  
Title: Director of Curriculum Services, Office of the Provost  
Phone number: 330-672-8558  
E-mail: ttillet1@kent.edu

**Institution type (please check all that apply):**

- ☒ Public
- ☐ Private, non-profit
- ☐ Out-of-state
- ☐ For-profit

**Type of request (please check all that apply):**

- ☐ First request to the Chancellor (i.e., request for initial authorization)
- ☐ New degree in an approved institution
- ☒ New program within an existing degree (e.g., major, minor, concentration, etc.)
- ☐ Certificate program
- ☐ New licensure/endorsement area (educator preparation)
- ☐ Other (please describe):

**Alternative Delivery Options (please check all that apply):**

- ☐ More than 50% of the program will be offered online
- ☐ More than 50% of the program will be offered using a flexible or accelerated delivery model
- ☐ More than 50% of program will be offered at a site different from the institution's central/main campus location
- ☐ The program will be offered at multiple campus locations

**Date that the request was approved or will be approved by the institution's Governing Board (e.g. Board of Trustees, Board of Directors):**

Approved by the Educational Policies Council on xxxxxx; full proposal will be reviewed/approved by the Kent State Board of Trustees at later date.

**Projected date full proposal will be submitted:** to come

**Projected start date:** to come

**1. Provide a brief description of the request.**

This proposal is to establish Hospitality Management as an independent major within the Bachelor of Science degree at Kent State University. Hospitality Management is currently a concentration within the BS degree in Nutrition and Food

The Kent State University Hospitality Management program was initially created as a foodservice option in the Nutrition and Food major in the early 1980s. In 2001, a Nutrition and Food concentration named Hospitality Foodservice Management was renamed Hospitality Management.

Kent State's baccalaureate Hospitality Management program is the only one being offered at a public university in Ohio that is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA). The program was initially accredited by ACPHA in 2002, and reaccredited in 2010.

**2. Explain the institution's rationale for making the request.**

The establishment of this ACPHA-accredited program as an independent major is considered necessary by Kent State University. Students seeking a career in the hospitality management industry are confused by the name of the major (Nutrition and Food), which does not fully reflect the focus of the program. Additionally, potential employers may be confused about the emphasis of the program because of the major's name. Over the years, the concentration's connection to its major diminished. Today, students in the Hospitality Management concentration take only 3 credit hours within the nutrition area. In reality, the concentration and the major operate as separate degree programs. Now it needs to be formalized.

In its reaccreditation summary, the ACPHA strongly recommended to Kent State that Hospitality Management be established as an independent degree program.

**3. For institutions that already have the Chancellor's approval to operate in Ohio:**

**a. Indicate whether additional faculty and staff will be needed to support the proposed request.**

No additional faculty or staff members will be necessary. Six full-time faculty members with the required expertise are associated with the current program. The Hospitality Management concentration is fully accredited, and there will be no need for curricular revisions or any other substantive changes that would call for the need for additional positions.

- b. Indicate whether additional administrative (e.g., admissions, financial aid, registrar, etc.) and student support services (e.g., advising, tutoring, counseling, etc.) will be needed to support the proposed request.**

The need for administrative support services for this program will remain the same whether the program continues as a concentration or as an independent major. The current Nutrition and Food major, with its concentrations, is housed in the School of Health Sciences within the College of Education, Health and Human Services. Once Hospitality Management becomes its own degree program, it will move under the administration of the School of Foundations, Leadership and Administration within the same college, where its faculty members are located.

As a result of Hospitality Management becoming a degree program, admissions and advising support may be reduced. Currently, additional advising is needed to assist students who have difficulty finding the Hospitality Management concentration. (Concentrations do not immediately display on the Kent State online application.) Some students have initially declared another major because they were unable to find the Hospitality Management program. More extensive advising is often needed to get these students back on track toward graduation.

- c. Indicate whether additional library services and resources will be needed to support the proposed request.**

The program is sufficient with its current library services and resources, which will not change when it becomes an independent major. The recent ACPHA reaccreditation visit confirmed that Kent State library services and resources meet ACPHA standards.

- d. Indicate whether additional resources (e.g., facilities, technology, etc.) will be needed to support the proposed request.**

No additional resources will be needed for the Hospitality Management concentration to become a major. As with many programs, the enhancement of facilities and technology is desirable to augment and strengthen the Hospitality Management program. However, there are no immediate needs for additional resources for the program to continue. The recent ACPHA reaccreditation visit confirmed that Kent State facilities and technology resources meet ACPHA standards.

**By submission of this request, the institution acknowledges and agrees to the following:**

- The submission of the letter of intent and applicable fees initiates the review process. If a complete proposal for this request is not submitted within one year from the date of this letter, the institution must submit another letter of intent and related fees to the Chancellor of the Ohio Board of Regents.
- The institution may withdraw its request at any time. However, fees will not be returned to the institution once a full proposal has been submitted for review.
- Full proposals will not be reviewed until the institution has submitted all applicable fees to the Ohio Board of Regents.
- The Chancellor or his staff may, in their judgment, request additional information and/or modify the type of review performed as outlined in the guidelines if the following occurs during the course of the review process:
  - Previously approved institutions fail to continue to meet the Chancellor's standards;
  - The institution is sanctioned by its regional, national or specialized accreditor, or is sanctioned by another state approval/licensing agency;
  - For-profit institutions registered with the State Board of Career Colleges and Schools are sanctioned by that board; or
  - Institutions undergo a change in ownership or profit status.
- The Chancellor or his staff, in their judgment, may modify the forms used to submit requests for approval if it is determined that such changes will improve the process. If such change occurs after the institution has submitted a request, the institution may choose to either complete the process using the previous forms or resubmit its request using the new forms.
- The Chancellor, at his discretion, reserves the right to modify the review guidelines and processes in accordance with the laws and rules of the Ohio Revised Code and Ohio Administrative Code.

Respectfully,

[signed after item approved by EPC]

Robert G. Frank  
Provost and Senior Vice President for Academic Affairs  
Kent State University

## Pettit, Hilda

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**From:** CAINE, NATALIE  
**Sent:** Thursday, September 02, 2010 3:10 PM  
**To:** AUGUSTINE, SUSAN  
**Cc:** Pettit, Hilda  
**Subject:** FW: Electronic voting for proposals  
**Attachments:** Letter\_of\_intent\_HospMnmgmt[1].doc; HospMngmt\_KSU-TriC\_articulation[1].pdf; SKMBT\_60010081820250[1].pdf

The School of Health Sciences voted electronically on the HM and PEP proposals attached. The vote was unanimous to approve all three proposals. We had a period of a week of open discussion electronically and there were no amendments to the proposals proposed. Let me know if you need anything else. Below is the original email sent to the HS curriculum representatives to begin the discussion and voting on these proposals.

Have a great day!

Natalie Caine-Bish PhD, RD, LD  
Associate Professor  
Nutrition and Dietetics  
School of Health Sciences  
Phone: 330-672-2148  
Fax: 330-672-2194  
email: [ncaine@kent.edu](mailto:ncaine@kent.edu)

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**From:** CAINE, NATALIE  
**Sent:** Wednesday, August 25, 2010 9:48 PM  
**To:** PEER, KIMBERLY; KRIVAL, CATHERINE; BARKLEY, JACOB; BERNERT, DONNA J.  
**Cc:** ROWAN, LYNNE  
**Subject:** Electronic voting for proposals

Hello all,

As I promised, we have a few proposals that we need to have to the college by next Fri (Sept 3) to make the Sept College meeting. I just received the last proposal tonight. Instead of meeting sometime next week, in addition to our meeting on Sept. 13, I would like to do these proposals electronically because they are clean-up items from the college reorganization. I don't want to make a habit of electronic meetings, but the college deadline of Sept 3 would require us to have two meetings very close together to get proposals to both Sept and Oct College meetings.

The two of the attached Hospitality Management proposals are because of: 1. the removal of Hospitality Management as a concentration in Nutrition and Food. Terese Tillet s taking care of most of this proposal process, but we need to vote if we are ok with the separation. Because Hospitality is the program area that is the program affected, they had to initiate the process. The nutrition program area agrees with these changes. 2. Hospitality Management is a concentration in Nutrition and Food and the articulation with TRi-C has to be approved by our school because Hospitality is still a concentration within Nutrition and Food. It has been approved by FLA. Again, Barb Schuele has been working with Terese to get the paperwork together for this proposal.

Finally, the Course Catalog Update form for PEP (EXSC) 25068 Measurement and Evaluation in Fitness and Sport has been included. Since it is currently a TLC course, it will have to be approved also by their school. This is only a formality, since we are not changing content and already have TLC's approval.

If you have questions, comments, and/or suggestions, please reply all so that everyone is aware of the discussion. If the proposals seem too cumbersome to vote electronically, please let me know. If you don't have any questions and approve the proposals, please send me an email that you vote yes to each proposal: 1) Removal of Hospitality as a Nutrition and Food Concentration, 2) Tri-C articulation, 3) PEP (EXSC) 25068.

Pettit, Hilda

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**From:** FITZGERALD, SHAWN  
**Sent:** Monday, August 30, 2010 2:52 PM  
**To:** Pettit, Hilda  
**Cc:** MULROONEY, AARON  
**Subject:** letter of Intent Approved by FLA CC  
**Attachments:** HMLOI[1].pdf; CC Meeting8-30-2010.doc

Hilda,

FLA supported the Letter of Intent presented on behalf of the Hospitality Program (6 Yes/ 0 No).  
Letter is attached.

***Dr. Shawn M Fitzgerald***  
***Director, Foundations, Leadership and Administration***  
***Associate Professor, Evaluation and Measurement***  
***330-672-1345***  
***smfitzge@kent.edu***

## Pettit, Hilda

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**From:** TILLET, THERESE  
**Sent:** Thursday, September 09, 2010 4:28 PM  
**To:** Pettit, Hilda  
**Subject:** letter of intent - hospitality management

Don't worry about the first page, Hilda; I complete that. If you're uncomfortable sending it to the CCC like that, remove that page and send the rest through (or send it to me, and I will complete it now).

Therese E. Tillett | Director of Curriculum Services | Office of the Provost  
Kent State University | 384 Library | 1125 Risman Dr. | Kent, Ohio 44242  
Tel: 330-672-8558 | Fax: 330-672-2645 | [ttillet1@kent.edu](mailto:ttillet1@kent.edu) | [www.kent.edu](http://www.kent.edu)  
Curriculum Services: [www.kent.edu/provost/curriculum](http://www.kent.edu/provost/curriculum)